

City of San Antonio



Job Announcement

Assistant City Manager

City of San Antonio



The Community

Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of more than 1.32 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government and the convention and tourism industry.

The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high quality housing, and low utility rates to owners are among the substantial cost of living advantages of this culturally unique city.



The world famous River Walk is the single most visited site in all of Texas. Winding through Downtown San Antonio, this 2.5 mile cobblestone path along the San Antonio River is lined with attractive shops, luxurious hotels, and enticing dining and entertainment venues. The second most visited Texas site is the historic Alamo, only a short distance away from the River Walk.

Major Theme Parks include Sea World of Texas and Six Flags Fiesta Texas. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs, the 2007 National Basketball Association Champions.

Educationally, there are 16 Independent School Districts that serve the San Antonio area. San Antonio is also the home of various post secondary institutions including: the University of Texas at San Antonio (two campuses), the University of Texas at San Antonio Health Science Center, Our Lady of the Lake University, St. Mary's University, University of the Incarnate Word, Trinity University, and the Alamo Community College District (with four campuses).

The Organization

The City of San Antonio has a Council/Manager form of government. Ten Council Members are elected from single member geographic districts and the Mayor is elected at large. The City Council appoints the City Manager who appoints and removes all officials in executive positions of the City, with the exception of the City Clerk, City Internal Auditor, Presiding Judge and Municipal Judges. The Executive Team consists of 33 Department Directors, two Deputy City Managers, and five Assistant City Managers. There are over 13,000 city employees.

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Position Overview

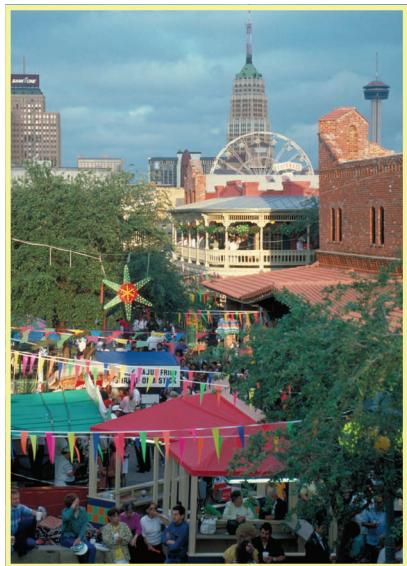
The Assistant City Manager exercises initiative and independent judgment in providing highly responsible management assistance within an assigned area to the City Manager, and assists in the development, planning and implementation of the City's goals and objectives. This position also provides leadership and management oversight for several City departments, and coordinates the services and activities of those assigned departments with other City departments and outside agencies. The Assistant City Manager works under direction from the City Manager and exercises direct supervision over executive, management, professional, technical, and clerical staff. This position may serve as Acting City Manager in the City Manager's and Deputy City Manager's absence.

Additionally, the Assistant City Manager:

- Represents the City and the City Manager to management staff, elected officials, and outside agencies; creates, presents and explains City programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues.
- Plans, directs, and coordinates, through subordinate-level executive staff, assigned departments' work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures.
- Identifies complex policy issues and works with departmental executive staff to create, present and implement comprehensive solutions with approval of City Manager and City Council.
- Proactively monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of changes.
- Participates in and contributes to the development and administration of the annual City budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; directs and approves expenditures of assigned departments; and directs the preparation and implementation of budgetary adjustments as necessary.
- Provides or coordinates staff support to a variety of boards and commissions; and serves on intergovernmental and citizen committees; attends and participates in professional group meetings; and stays abreast of new trends and innovations in the fields of public relations and public administration.
- Attends City Council meetings and represents City Manager as needed.

The Ideal Candidate

The ideal candidate should possess advanced leadership and management skills, with proven ability to oversee teams of executive, managerial, and professional staff. The candidate should also have the ability to implement and administer goals, objectives, and procedures for providing effective City services. The selected candidate should demonstrate a proven competency in identifying and responding to community and City Council issues, concerns and needs, and in establishing and maintaining positive public relations. He/she should also possess the ability to analyze problems, provide alternatives, identify solutions in support of established goals, project consequences of proposed actions, and effectively implement approved recommendations in a timely manner. This position requires a Master's Degree from an accredited college or university with major coursework in Public or Business Administration or a related field, and ten (10) years of increasingly responsible experience in municipal government including five (5) years of administrative and supervisory responsibility.



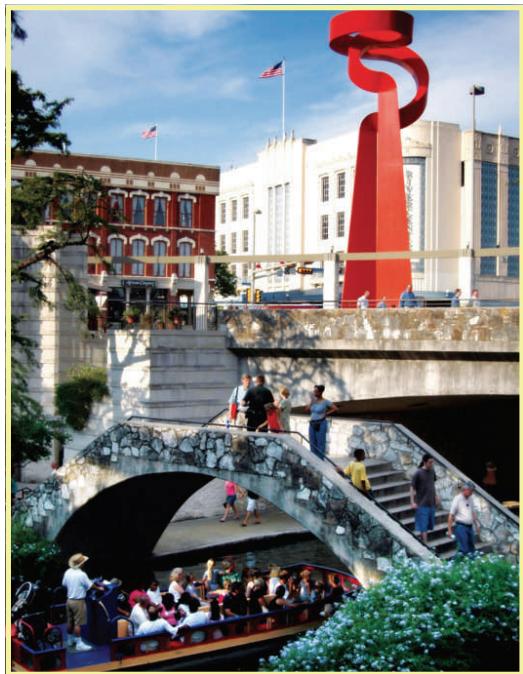
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Compensation & Benefits

The salary for the Assistant City Manager position is negotiable, depending on experience and qualifications. The City also offers an attractive benefits package including:

- **Retirement** – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times employee contribution. Employees become 100% vested after 5 years of service.
- **Deferred Compensation** – The City offers two voluntary Section 457 Deferred Compensation programs to employees. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.
- **Health Care** – The City offers four health care plan options consisting of three Preferred Provider Organization (PPO) plans and an Exclusive Provider Organization (EPO) plan, which offer employees a choice of deductible, co-insurance and co-payment levels. Other optional health related products include: Dental, Vision, Dependent and Health Care Reimbursement Plans, Additional Life Insurance, Deferred Compensation and Short Term and Long Term Disability.
- **Life Insurance** – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.
- **Holidays** – 13 Holidays (12 scheduled and 1 floating).
- **Executive Car Allowance** – Executives receive a monthly car allowance of \$500.
- **Cell Phone Allowance** – Executives receive a monthly cell phone allowance of \$70.



Other benefits include Annual Leave, Personal Leave, and Professional Memberships.

To Apply

Position is open until filled. Please email cover letter, resume, references and salary requirements to saeexecsearch@sanantonio.gov. Emailed applications are preferred, but hard copies may also be sent to:

**City of San Antonio
Human Resources Department
Attention: Tim Harding, Executive Recruiter
P.O. Box 839966
San Antonio, TX 78283**

For additional information, please contact Tim Harding, Executive Recruiter at (210) 207-0632.

The City of San Antonio is an Equal Opportunity Employer.